

OUR CULTURE

At The Club, we place great value on our sense of community, which we believe distinguishes us from other facilities. We aim to create “a home” where our Members can come together and feel a true sense of belonging. Maintaining strong mutual respect between our Members and staff is essential to us.



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We all share the responsibility of fostering a diverse, inclusive, and accountable environment where employees at The Club, regardless of their backgrounds or lifestyles, feel valued, respected, and supported. We seek to recruit individuals who are passionate about their work and committed to elevating The Club's service standards as we uphold to create a workplace where everyone is encouraged to be authentic and grow together as a team.



Store Supervisor

Reporting to:

Finance Manager

Role Overview:

The post holder is responsible for supervising and directing the activities of the storekeepers for warehouse activities. The post holder plans and lays out his own work assignment and the work of other warehouse personnel, reviews work performance and products to ensure conformance with The Club's policies and procedures.

Work will include but may not be limited to the following:

- Responsible for directing the work of storekeepers and has overall responsibility for directing a warehouse supplying stockrooms
- Maintain, prepare reports and compose correspondences relative to the work
- Plans, organizes, directs and controls the work activities of The Club warehouse
- Determines items and quantities of stock to be purchased and maintained
- Controls the disbursement of supplies and material through directing the post of inventory sheets
- Resolves discrepancies in requisitions, purchase orders and delivery reports by contacting suppliers
- Stocks material according to a prescribed inventory system
- Counts, weights and measures goods received or issued
- Establishes standards and methods for packaging and storing supplies and materials
- Maintaining the stock and update the expiry date on food items
- To maintain the appropriate attitude and physique to reflect and promote the image of The Club
- Demonstrate service attributes in accordance with The Club expectations and company standards
- To be flexible and open to performing tasks that will be asked by the Financial Controller
- Always be willing to help colleagues as when required

Other duties deemed to be essential and fundamental to the operation of The Club's policies
Essential function of individual positions within the classification may differ. Your manager may assign reasonable related additional duties to employees consistent with our policy.